

COVID Safe Checklist: On-farm cotton management

What you need to do to safely operate your cotton farm

The Checklist recognises that indoor activities have higher transmission risks compared to outdoor activities. On cotton farms, most activities are outdoors.

- This Checklist is a key part of your COVID Safe Plan which should be completed - www.nsw.gov.au/form/covid-safety-plan/agriculture or www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/coronavirus-support/requirements-workers/workplace-health-safety
- The Checklist covers common activities and circumstances on a cotton farm
- Keep up to date and find additional guidance at www.covid19.qld.gov.au & www.nsw.gov.au/covid-19
- The following universal controls are advised for all activities as a minimum, at all times:
 - Contacts register including all movements of people on and off farm (You might like to utilise your State's QR Code check-in App). www.covid19.qld.gov.au/check-in-qld & www.nsw.gov.au/covid-19/covid-safe/customer-record-keeping/setting-up-electronic-check-and-qr-codes
 - Screening workers and customers
 - Stay at home when sick
 - Encourage all staff to be fully vaccinated as soon-as-possible
 - Be aware, and follow all movement restrictions for workers (Border Restrictions)
 - You may have to complete a Qld Quarantine Management Plan - www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers/border-restrictions/specialist-workers
 - If applicable, develop contingency plans to allow for business continuity in the event of complete State border closures
 - Cleaning and disinfecting
 - Physical distancing 1.5m minimum including in vehicles
 - Hand sanitiser
 - Contactless interactions where possible
 - Wear masks where social distancing not possible
 - Signage
 - Seek to hire from LGAs that are Covid free, if possible.
- Farm units are made up of families that live on the same property. Members of a farm unit are treated as a single household.

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PART A – WORKING ON FARM

A worker is defined as a person required to perform essential agribusiness services for the agricultural supply chain or farming activities.

1. Machinery operations

Workers operating machinery for harvesting, planting and other services.

	Suggested actions during periods of heightened risk
Machinery operation	<input type="checkbox"/> Wear masks if physical distance can't be 2m <input type="checkbox"/> Wipe down all surfaces between shifts <input type="checkbox"/> Report by phone or radio

2. Office and shared facilities at work

This Checklist covers the on-farm office environment, including visitors to the office.

	Suggested actions during periods of heightened risk
Office workers	<input type="checkbox"/> Work from home if possible <input type="checkbox"/> Wear masks if physical distance can't be 2m
Office visitors	<input type="checkbox"/> Wear masks if physical distance can't be 2m <input type="checkbox"/> Record details of all visitors
Bathrooms	<input type="checkbox"/> 1 person per 4 sqm <input type="checkbox"/> Bathrooms disinfected 3 times/day

3. External Service Providers

This Checklist covers essential external service providers that visit farms

	Suggested actions during periods of heightened risk
External specialist working alone on a task, which may include: - Specialist workers that inspect fields, animals, or equipment etc. and report to owner - Mechanical repairs that can be carried out alone.	<input type="checkbox"/> Report by phone or radio <input type="checkbox"/> Provide all services in a contactless manner <input type="checkbox"/> Register all movement by QR Code, email or text with management
External specialist working in a team with on-farm workers, on tasks which may include: irrigation siphoning, carrying out mechanical repairs, chipping weeds, cleaning rotor buckets, etc.	<input type="checkbox"/> Reduce number of people on task, if possible <input type="checkbox"/> Select workers that have been isolated longest <input type="checkbox"/> Wear masks if contact can't be 2m <input type="checkbox"/> Report by phone or radio

4. Workshops and similar environments

This Checklist covers workers operating in internal environments such as workshop etc. Risk of Covid transmission is generally higher in internal environments.

	Suggested actions during periods of heightened risk
Workshops and similar environments	<input type="checkbox"/> Wear masks if physical distance can't be 2m <input type="checkbox"/> Minimise workers on the site <input type="checkbox"/> Wipe down all surfaces between shifts <input type="checkbox"/> Minimise sharing of tools etc as much as possible <input type="checkbox"/> Report by phone or radio

PART B - ON-FARM VEHICLES AND FREIGHT

5. On-farm vehicles and freight

This Checklist covers on-farm travel in utes and similar light vehicles (which may or may not have a back seat) and loading/deliveries of fuel/unginned cotton/spare parts/grain etc by external freight providers.

	Suggested actions during periods of heightened risk
Contactless	<input type="checkbox"/> Instructions by phone OR 2m physical distance <input type="checkbox"/> Report by phone or radio
Worker assisted	<input type="checkbox"/> Wear masks if contact can't be 2m <input type="checkbox"/> Report by phone or radio
On-farm travel	<input type="checkbox"/> Wear masks if contact can't be 2m <input type="checkbox"/> Wipe down surfaces after each trip <input type="checkbox"/> Report by phone or radio

PART C - ACCOMMODATION AND MEALS

6. Accommodation on-farm / shared facilities

This Checklist covers temporary accommodation and other shared facilities including on-farm dongas/cabins; on-farm campsites where external workforce/workers set up their own caravans; as well as use of local motels or local off-farm camp sites/cabins; permanent accommodation for fulltime workers and their families ONLY when the farm is hosting external workforce from a restricted area (and is therefore higher risk than where they live).. It also covers a farm which is in a restricted area and hiring a number workers from a non-restricted area, in which case they would need to be kept isolated/separated to reduce their risk of contamination.

	Suggested actions during periods of heightened risk
Temporary on-farm accommodation	<input type="checkbox"/> 1 person per 4 sqm in sleeping areas <input type="checkbox"/> Worker to stay on farm, unless for essential purposes such as medical appointments. If so, they must remain isolated from the general public, and sign a farm register to record movements on and off farm (before leaving the farm, unless there is a case of emergency).
Bathrooms (for temporary on-farm accommodation)	<input type="checkbox"/> 1 person per 4 sqm <input type="checkbox"/> Bathrooms disinfected 3 times/day
Permanent accommodation for fulltime workers/families (ONLY when farm is	<input type="checkbox"/> Worker to decontaminate/sanitise before entering the home. <input type="checkbox"/> Worker to stay on farm, unless for essential purposes such as medical appointments. If so, they must remain isolated from the general public, and sign a farm register to record movements on and off farm (before leaving the farm unless there is a case of emergency).

hosting external workforce from a restricted area and is therefore higher risk than where they live).	<input type="checkbox"/> Worker's family to follow current CHO Health Directions
Off-farm accommodation for workers and their families	<input type="checkbox"/> Worker and their family to follow current CHO Health Directions

7. Meals

This Checklist covers meals that are consumed onsite, and when and if provisions/meals can be purchased in town.

	Suggested actions during periods of heightened risk
Meals consumed on-site	<input type="checkbox"/> 2m physical distance <input type="checkbox"/> Meals consumed outdoors if possible <input type="checkbox"/> Meals to be delivered with no contact <input type="checkbox"/> Can purchase takeaways, food and provisions in town, but must travel to and from without stopping, sign a farm register to record movements on and off farm (before leaving the farm unless there is a case of emergency).

<p>Name of person(s) conducting business or</p> <p>Signature & date:</p>	
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